August 25, 2016

MEMORANDUM

TO: City and County Superintendents of Education

FROM: Philip C. Cleveland  
Interim State Superintendent of Education

SUBJECT: School System Application for High School Driver Education Class

Enclosed is Form DE-1, which is used in applying for Driver Education classes for the 2016-2017 school year. This application is necessary to provide pertinent information to our staff regarding an Alabama State Department of Education-approved Driver Education program.

The basic requirements for an approved class are: (1) a certified Driver Education teacher, (2) a dual-controlled automobile, and (3) a program that provides a minimum of 30 clock hours of classroom instruction and a sufficient amount of in-car instruction that meets the course objectives of the Performance-Based Evaluation Program. We also encourage the continued use of simulation equipment, where available, for the optimum Driver Education program.

Please return one copy of the enclosed application for each Driver Education instructor in each school by November 15, 2016. No copy of this application will be returned to you unless a deficiency is found in your Driver Education program. Questions regarding the application or your Driver Education program should be directed to Mr. Michael Bassett or Mr. Jeremy Seamon at (334) 242-8220 or by e-mail at mbassett@alsde.edu or jseamon@alsde.edu.

PCC/MB/BL

Enclosure

FY16-3049
Form DE-1

Alabama State Department of Education (ALSDE)

DRIVER EDUCATION INFORMATION REQUEST FORM*
2016-2017

Name of School System ____________________________________________ Name of High School ____________________________________________

Telephone Number of High School ___________________________ E-mail Address of Instructor _________________________

1. Name of instructor ____________________________
   Home telephone number (________) ____________________________
   Cell number (________) ____________________________

2. Does the Driver Education instructor have a G-3 (DE) endorsement? ____________________________________________

3. Did the Driver Education instructor complete the ALSDE summer preliminary certification courses? _____
   If yes, in what year was the instructor trained? ____________________________________________

4. Has the Driver Education instructor completed 3rd Party Training to road test their students? _____
   If yes, in what year was the instructor certified? ____________________________________________

5. How many classes per day will this instructor teach Driver Education? ____________________________

6. Type of schedule used: [ ] Block [ ] Other – Explain: ____________________________________________

7. What is the total number of Driver Education classes offered at this school? ____________________________

8. How many students are registered for Driver Education this school year? ____________________________

9. Do students pay a fee to take Driver Education? _____
   If yes, amount of fee ____________________________

10. List the year and make of vehicle(s) used in Driver Education ____________________________
    Was the Driver Education vehicle(s) purchased through the ALSDE 80/20 match program? ____________________________________________

11. Does the school own or lease the vehicle(s)? ______
    If leased, amount per year ____________________________

12. Does this school currently use simulation? ____________________________________________

13. What is the name and copyright date of the textbook currently being used in the Driver Education class at this school?
    How many copies of this textbook does this school currently have? ____________________________________________

I hereby certify that all minimum standards, including Boating Safety, 30 hours of classroom instruction and performance-
based driving, as set forth by the Alabama Course of Study of the Alabama State Department of Education for high school
Driver Education will be met and that the automobile(s) furnished by the local dealer or ALSDE will be used only for Driver
Education.

Date ____________________________ Signature of Superintendent ____________________________

RETURN TO: Mr. Michael F. Bassett – ALSDE Driver Education
5308 Gordon Persons Building
P.O. Box 302101
Montgomery, AL 36130-2101
FAX: 334-353-7953

* This application must be completed by each instructor in each school.